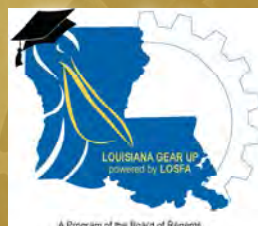


LOUISIANA GEAR UP EXPLORERS' CLUB MANUAL

2018-2019



ROLES AND RESPONSIBILITIES OF THE EXPLORERS' CLUB SPONSORS

Explorers' Club Sponsors must sign a contract agreeing to perform all required activities to implement the LA GEAR UP Explorers' Club. Explorers' Club Sponsors are expected to:

1. Manage the Explorers' Club program on the school level according to the LFOS/Louisiana GEAR UP Manual in collaboration with the On-Site School Coordinator, Trailblazer, LOSFA Near Peer Mentors and other LOSFA/Louisiana GEAR UP staff, as required.
2. Prepare and submit an annual Explorers' Club Action Plan.
3. Facilitate at least eight Explorers' Club meetings and lessons (2 per quarter) from the Explorers' Club Handbook during the school year.
4. Work with Louisiana GEAR UP staff to facilitate tutoring and/or mentoring sessions according to respective School Improvement Plan.
5. Ensure the Explorers' Club hosts events during the course of the school year.
6. Facilitate the election of Club officers and ensure they are trained to facilitate Club activities.
7. Demonstrate that an average of 20% or more of the school's Louisiana GEAR UP cohort participates in Club activities (lessons, events, projects, etc.).
8. Attend required Louisiana GEAR UP conferences and trainings, and recruits and registers student participants for Louisiana GEAR UP conferences and trainings, including the annual Youth Leadership Summit.
9. Work with Louisiana GEAR UP staff to ensure that club activities are promoted to local, state and federal lawmakers and education leaders.
10. Submit sign-in sheets and photos as part of the monthly report for each meeting, activity, or event.
11. Report the completion of Explorers' Club scheduled activities.
12. Assist with collecting data, including data required for submission of the Louisiana GEAR UP Annual Performance Report (APR), which is due in April of 2019.
13. Complete other duties as necessary to fulfill program goals and objectives.

F. ROLES AND RESPONSIBILITIES OF THE EXPLORERS' CLUB SPONSOR: PARENT LIAISON DUTIES

Explorers' Club sponsors will also work as parent liaisons. These duties will include:

1. Work closely with Regional Coordinator, OSSCs, peer mentors, near peer mentors and most importantly LA GEAR UP parents to ensure thorough implementation of program.
2. Coordinate pre-planning with OSSCs to schedule dates, times and locations of parent/family events and items/documents that students/parents/families will need prior to participation.
3. Recruit parent volunteers and work with LOSFA/LA GEAR UP staff to train parent volunteers.
4. Identify and recruit parent volunteers that know home-based language(s) to translate information to parents of students who speak English as a second language during school LA GEAR UP events, if necessary.
5. Identify community organizations to partner with LA GEAR UP school to promote a college going culture at the school, including working with LA GEAR UP fiscal staff to ensure that the Partner Identification Form and Cost-Share Worksheets are complete for all new partners.
6. Identify and promote community events that will be beneficial to LA GEAR UP students, parents, and staff to attend that further promote a college-going culture.
7. Promote and schedule parent visits to school and postsecondary institutions.
8. Schedule and plan home visits to participants' homes as needed to follow-up on disconnected youth.
9. Make and document phone calls and correspondence with parents.
10. Assist with collecting data, including data required for submission of the LA GEAR UP Annual Performance Report (APR), which is due in April of 2019.
11. Attends required LA GEAR UP conferences and trainings, and recruits parent participants for LA GEAR UP trainings.
12. Other administrative and programmatic duties to implement the LA GEAR UP program.

Getting Started

Step One – Develop the Strategic Plan

The Louisiana GEAR UP Explorers' Club mission is to:

"Encourage all Louisiana GEAR UP students to develop positive behaviors and achieve academic success through the enhancement of various opportunities of exploration; nurturing their pursuit of lifelong learning and improvements to themselves, their schools, and their community."

Create a clear written plan that defines how your Club will achieve this mission. As you develop a strategic plan please keep the following requirements in mind:

- Sponsors are required to facilitate *two lessons* per quarter
- Sponsors are required to ensure the Club *hosts one event* per quarter
- Each Club will elect officers
- Sponsors are required to demonstrate that an average of 20% or more of the school's GEAR UP cohort participates in Club activities
- Sponsors will submit sign-in sheets and photos after each meeting, lesson, activity, or event as appropriate
- Sponsors are required to submit a strategic plan to Louisiana GEAR UP

Your written plan should describe how you intend to accomplish these requirements with measurable targets and deadlines.

Step Two – Attend the Summer Institute

A head start in elevating an existing Explorers' Club or starting a new Explorers' Club for the fall semester is to attend the Spring Leadership Conference and Summer Institute. If you are unable to attend, you will have the resources and support needed to run an excellent Club, however attendance is strongly recommended. At the Summer Institute you will:

- Develop a strategic plan for your Club
- Learn how to build support for your Club
- Share best practices with other Sponsors and stakeholders
- Learn how to use new Club lessons and tutorials
- Learn how to use Egnyte to upload club documents and download information and Cayen to track student participation

Step Three - Build Support, Promote, Recruit

It is important for Sponsors to remember that they are not alone in the pursuit of student achievement. The Louisiana GEAR UP staff, parents and coworkers are here to assist you with providing intentional and enriching experiences focused on preparing students for college and careers. Please feel free to use the Contact Information Sheet for any additional support you may need throughout the school year.

Here are some suggestions to help you build excitement and buy-in for your Club:

- Officers prepare and deliver a presentation to the school board about Club efforts
- Invite parents to a meeting when a lesson is being delivered
- Post pictures of an Explorers' Club event on Facebook or your school's website
- Send a press release to local media inviting them to cover your next event

One way to draw in potential members is to make daily or weekly announcements over the PA or television system in your school. These announcements should be upbeat, enthusiastic, and direct the students to additional information on what being an Explorer involves. These announcements should also provide information on when and where an informational meeting is going to be held, what details will be covered, and where information will be available.

Another way to bring in potential Explorers is to contact teachers and the advisors of student organizations within your school and ask them to suggest students to be recruited. These staff members have a unique perspective on the students they work with on an academic level, but also in relation to how the student interacts with others on a team. Once identified, these students can then be given an invitation to the information session.

Other approaches to promoting your Club include:

- Post flyers around the school highlighting the benefits of Club membership
- Get past members to encourage their friends to join (in person, on social media)
- Include Club flyers in a parent mailing

Step Four – Start Your Club

Below you will find the process for establishing a Club at your school:

1. Identify administrators that understand and support the mission and operations of the Club. Involve them in what you do from the start. Be sure to check with your administrators on the process for starting student organizations at your school if you do not have a current Explorers' Club.
2. Gain the support of other educational professionals such as guidance counselors, teachers, teaching aids, custodians, etc.
3. Identify students eligible for membership.
4. Invite the eligible students and parents to an information session on the benefits of being part of the Explorers' Club. At least 20% of the GEAR UP cohort is required to establish a Club.
5. Once you have registered your organization with the school and recruited your first members, complete your tracking information in Cayen and submit sign-in sheets to Egnyte.

Step Five – Hold Your First Meeting

The first meeting of the year is a chance to welcome back active members, orient new members to the Club activities, and get everyone excited for a great year! This meeting will be largely informational, so don't worry about incorporating a lesson or activities this time. If possible, provide snacks and play music.

The first meeting agenda should include:

- Welcome all members with an opening energizer (see activity guide sample)
- Overview the purpose of the Explorers' Club
- Lead a brainstorm session about expectations (What do members want to achieve? What expectations should members live up to?)
- Explain the officer roles and procedures for nomination
- Define meeting times and dates
- Register new members



Louisiana GEAR UP Explorers' Club Action Plan



ACTION PLAN 2018-19

School: _____

DOMAIN: Academics			
Suggested Activities	Tutoring sessions, guidance counseling (courses, etc.), homework assistance, LEAP and GEE preparation		
Goal 1	Activities (list activities that will accomplish this goal)	Equipment, Personnel, or other support needed	Evaluation (how will you know when this goal has been accomplished?)
Goal 2	Activities (list activities that will accomplish this goal)	Equipment, Personnel, or other support needed	Evaluation (how will you know when this goal has been accomplished?)



ACTION PLAN 2018-19

School: _____

DOMAIN: Advocacy			
Suggested Activities	Social media outreach, meetings with elected officials, supporting Calls to Action, etc.		
Goal 1	Activities (list activities that will accomplish this goal)	Equipment, Personnel, or other support needed	Evaluation (how will you know when this goal has been accomplished?)
Goal 2	Activities (list activities that will accomplish this goal)	Equipment, Personnel, or other support needed	Evaluation (how will you know when this goal has been accomplished?)



ACTION PLAN 2018-19

School: _____

DOMAIN: Behavior and Leadership

Suggested Activities	Group sessions, behavior modification planning, leadership and team building activities, mentoring, etc		
Goal 1	Activities (list activities that will accomplish this goal)	Equipment, Personnel, or other support needed	Evaluation (how will you know when this goal has been accomplished?)
Goal 2	Activities (list activities that will accomplish this goal)	Equipment, Personnel, or other support needed	Evaluation (how will you know when this goal has been accomplished?)



School: _____

ACTION PLAN 2018-19

DOMAIN: College Preparation and Career Exploration

Suggested Activities	ACT Test Preparation, college tours, career planning, financial literacy, Louisiana GEAR UP speakers, LOSFA speakers, college admissions visits, etc		
Goal 1	Activities (list activities that will accomplish this goal)	Equipment, Personnel, or other support needed	Evaluation (how will you know when this goal has been accomplished?)
Goal 2	Activities (list activities that will accomplish this goal)	Equipment, Personnel, or other support needed	Evaluation (how will you know when this goal has been accomplished?)

Electing Local Club Officers

Officer roles are a good way to recognize your top performers and give them an opportunity to support and lead their fellow Explorers.

It is important to develop a clear vision for how you would like to elect officers so that you can promote this process right when school is in session - potentially at your first Explorers' Club meeting. Utilize school announcements, host an information session, or have members nominated by staff and peers to fill these positions.

Promote this opportunity to serve as soon as school resumes. The sooner officers are in place and trained, the more time they will have to help take the program to the next level. When electing officers, we encourage you to do so by your third meeting.

Each Club should have five officers that will help ensure the success of the program. The titles of these officers may vary, however the following are recommended:

- **President** – Plan and preside over meetings with sponsor, lead the creation of team goals in the Action Plan, serve as the primary student ambassador for the Explorers' Club, and motivate the entire team.
- **Vice President of Club Development** – Recruit new members and ensure involvement of active members, coordinate and plan meetings and competitive events activities and involvement.
- **Vice President of Communications** – Lead the effort for all communications activity, update members on upcoming events and opportunities, track attendance and compile records forms, use social media and in-school methods to promote the Explorers' Clubs activities and successes.
- **Vice President of Community Outreach and Advocacy** – Connect the various stakeholders of service efforts, prepare, implement and track community service and school improvement efforts, serve as the liaison to the administration, school board and parents of members.
- **Vice President of College Readiness** – Prepare the plan for college visits and tours throughout the year, coordinate Unlock My Future time for members and connect members to other resources for this effort such as school counselors, college prep advisors, guest speakers, etc.

We recommend that you elect five officers without specific titles in mind. This will become your officer team. Once the team has been identified students can select specific offices based on interest and skills. While each officer may focus on a particular area of effort, the team should work collaboratively to accomplish their goals. The primary responsibilities of the officer team are:

- Serve as a communication link between the sponsor and the club members
- Take work off the task lists of sponsors (requires proactive delegation)
- Represent the Explorers' Club positively and with pride
- Offer support to other Explorers in pursuit of committee goals
- Motivate and inspire Explorers' Club members to fulfill their mission

Expectations of Officers

Officers must be the example for other Explorers' Club members in behavior, academics, and leadership. Below are some suggested expectations for Explorers' Club officers. It is important to communicate expectations clearly from the start and hold officers accountable for their behavior.

- Attendance at all meetings is required for Explorers' Club officers
- Officers must set the behavioral example in school
- Officers must have a minimum GPA of 2.50
- A positive attitude is required as an Explorers' Club officer

Tasks for Officers

While roles and responsibilities will vary for officers, below are several examples of tasks officers can and should help complete.

- Helping complete Meeting Achievement Form and Meeting Attendance Records for all Club meetings
- Planning events or projects and completing Club Project / Event Records after each is completed
- Recruiting members to join Explorers' Club
- Promoting the accomplishments of Explorers' Club members
- Supporting advocacy efforts to build and sustain Louisiana GEAR UP programs

Selection

Officer candidates can be nominated or can self-nominate at your first few meetings. A more in-depth selection process may yield the best officers, but if you are forming a new club and want to make it easy for students to nominate themselves, that is also possible.

If you are planning to use nominations, teachers, administrators, or fellow Explorers can nominate potential officers for a leadership position. These nominations should be submitted by the second Explorers' Club meeting of the school year so that a ballot can be created and candidates can be screened if necessary.

Officers can be selected by the sponsor, or elections can be held in a meeting where all members would vote. Be sure to clearly define expectations and responsibilities during the selection process.

Club Constitution and By-Laws

ARTICLE I: NAME & PURPOSE

Section A: Name – The name of this club shall be the Louisiana GEAR UP Explorers' Club.

Section B: Purpose – The purpose of this club shall be to continue LOSFA's mission of Promoting and Providing College Access through student engagement and outreach. Explorers' Club is a student-run organization that provides peer leadership opportunities and extends the benefits of summer programs throughout the academic year. Explorers' Club charges members to make wise academic and behavioral decisions leading to success in postsecondary education.

1. Promote and increase postsecondary education awareness and advocacy within the school environment and community
 - a. **Objective:** Explorers will aid in fostering a college-going culture among students by participating in LOSFA-sponsored and school based events
 - i. **Strategies:**
 1. Develop and implement school-appropriate college access projects
 2. Participate in web-based hangouts, chats, and communication via mobile text
 - b. **Objective:** Explorers will aid in increasing awareness and support of stakeholders
 - i. **Strategies:**
 1. Develop and implement at least one advocacy campaign per semester
 2. Partner with local school district and governmental board to participate in community-based events
2. Promote and increase college application completion within the school
 - a. **Objective:** Explorers will play an important role in supporting and/or maintaining college application completion status at their school during Louisiana College Application and Access Month
 - i. **Strategies:**
 1. Promote LCAAM with flyers and other promotional items during the month of October
 2. Gather postsecondary items and paraphernalia to promote various colleges
 3. Participate in web-based hangouts, chats, and communication via mobile text
3. Promote and increase FAFSA completion within the school and community
 - a. **Objective:** Explorers will play an important role in increasing financial aid awareness and access during Financial Aid Awareness Month
 - i. **Strategies:**
 1. Learn and understand the Free Application for Federal Student Aid (FAFSA)
 2. Become familiar with various options for financial aid (i.e. scholarships, grants, and loans)
 3. Participate in web-based hangouts, chats, and communication via mobile text.

ARTICLE II: MEMBERSHIP

Section A: Membership - Membership shall be open to all Louisiana middle and high school students as appropriately determined by LOSFA and Louisiana GEAR UP.

Section B: Eligibility - An active member must be able to meet the attendance requirements for club meetings and to perform any committee or club assignments.

1. The Explorers' Club charges members to make wise academic and behavioral decisions leading to success in postsecondary education.

Section C: Etiquette – An active member must maintain sound representation of the Club and his/her school.

1. Communication shall remain timely and frequent between LOSFA, Explorers' Club members, and Officers. A response window of 48 hours shall be given for feedback.
2. Members must be identified during all LOSFA-sponsored and school-based college access events by donning LOSFA paraphernalia and/or business casual attire as appropriate. Other school-based professional wear may be approved by LOSFA.

ARTICLE III: OFFICERS

Section A: Officers – Club officers, where appropriate, shall be President, Vice-President of Club Development, Vice-President of Communications, Vice-President of College Readiness, and Vice-President of Community Outreach and Advocacy.

1. State Officers, where appropriate, will be selected among collective chapters. State Officers shall be as follows
 - a. Governor
 - b. Lieutenant Governor
 - c. Secretary of State
 - d. Attorney General
 - e. Treasurer
 - f. Senate President
 - g. Speaker of the House

Section B: Election – The officers shall be elected by ballot at the first meeting of the fall semester by a majority of the vote cast for office.

Section C: Term – The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester.

Section D: Vacancy – Vacancies shall be filled by a special election.

ARTICLE IV: DUTIES OF OFFICERS

Section A: President – it shall be the duty of the President to:

- Preside at meetings
- Vote only in case of a tie
- Represent the club
- Appoint committee chairpersons subject to the approval of the Executive Committee
- Serve as an ex-officio member of all committees except the nominating committee
- Perform such other duties as ordinarily pertain to this office

Section B: Vice-President of Club Development – It shall be the duty of the Vice-President of Club Development to:

- Oversee active participation of all members
- Maintain a current roster of membership
- Recruit New Members
- Update Club on upcoming events and opportunities
- Assist Guests

Section C: Vice-President of Communications – It shall be the duty of the Vice-President of Communication to:

- Record the minutes of all meetings
- Publicize the Club
- Issue notices of meetings and conduct the general correspondence of the club

Section D: Vice-President of College Readiness – It shall be the duty of the Vice-President of Education to:

- Prepare and plan for college visits and tours
- Coordinate Unlock My Future time for members
- Ensure accountability of wise academic and behavioral decisions

Section E: Vice-President of Community Outreach and Advocacy – It shall be the duty of the Vice-President of Community Outreach to:

- Connect the various stakeholders of service efforts
- Prepare, implement, and track community service
- Serve as the liaison to administration, school board, and parents of members

Section F: Governor – It shall be the duty of the Governor to:

- Plan and preside over State Officer meetings and the Spring Leadership Conference
- Deliver an address to the General Assembly on the State of the Program

Section G: Lieutenant Governor – It shall be the duty of the Lieutenant Governor to:

- Serve as Governor in the event of vacancy or if the Governor is unable to act as Governor
- Updates clubs on upcoming events and opportunities

Section H: Secretary of State – It shall be the duty of the Secretary of State to:

- Prepare the update on Explorers' Club membership and student involvement status
- Oversees spring officer election process

Section I: Attorney General – It shall be the duty of the Attorney General to:

- Protect the rights and interests of LA GEAR UP students
- Grant advisory opinions on subject matters pertaining to the wellbeing of LA GEAR UP students

Section J: Treasurer – It shall be the duty of the Treasurer to:

- Oversee disbursement of Explorers' Club funds

- Provide updates on the condition of the program (LA GEAR UP) and its finances, and on approved LA GEAR UP expenditures

Section K: Senate President – It shall be the duty of the Senate President to:

- Control the flow of debate
- Decide questions of order during Officer meetings

Section L: Speaker of the House – It shall be the duty of the Speaker of the House to:

- Serve as chief negotiator
- Preserve order and decorum
- Rule on points of order during meetings and special sessions

ARTICLE V: MEETINGS

Section A: Meetings – Regular meetings shall be held monthly during the regular school year.

Section B: Special Meetings – Special meetings may be called by the President or Advisor with the approval of the Executive Committee.

Section C: Quorum – A quorum shall consist of two-thirds (2/3) of the membership.

ARTICLE VI: EXECUTIVE COMMITTEE

Section A: Responsibility – Management of this club shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.

Section B: Membership – This committee shall consist of the state officers as listed in Article III:A:1 and the appointed LOSFA representative.

Section C: Meetings – This committee shall meet at least once between regular meetings of the club to organize and plan future activities.

ARTICLE VII: ADVISOR

Section A: Selection – There shall be a faculty/staff Sponsor who shall be selected each year.

Section B: Duties – The responsibilities of the faculty Sponsor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.
- Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- Attend regular meetings, executive board meetings as often as schedule allows.
- Assist in the orientation of new officers.
- Explain and clarify school and organization policy and procedures that apply to the club.
- Maintain contact with LOSFA and Louisiana GEAR UP.
- Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

ARTICLE VIII: INITIATIVES

Section A: Mentoring Sessions with officers and LOSFA Staff – The College Mentoring Sessions allow students to meet individually or in small groups with their Explorers' Club Sponsor and members of the LOSFA staff. Officers are able to provide mentoring to their fellow peers while members of the LOSFA staff are able to mentor in a more traditional manner (adult to students). Students are able to connect with and be surrounded by adults and peers who build and support their college-going aspirations.

- Responsible for co-leading mentoring sessions with peers and LOSFA Staff by researching and suggesting topics and implementing discussions and/or activities as appropriate
- Collaboration with Aspire to Inspire Comprehensive Mentoring Program

Section B: Louisiana College Application and Access Month (LCAAM) –

The purpose of this effort is to assist 12th grade students with navigating the complex college admissions process and to ensure that they apply to at least one post secondary institution of interest. Schools have the opportunity to invite families to attend and to take advantage of completing and submitting college applications with their students.

- Assist OSSC with planning and implementing college application completion workshops
- Collect sign-in sheets and ensure completion of at least one college application by each student
- Promote event(s) via flyers, electronic communication, etc.

Section C: FAFSA Completion Workshop – LOSFA will offer support to participating high schools in their efforts to attend College Goal Sunday through transportation assistance. OSSC's should promote the financial aid event and encourage all cohort families to sign-up and complete a Free Application for Federal Student Aid (FAFSA) application. LOSFA representatives can assist students and parents with registering for FSA IDs and FAFSA completion.

- Required to sign-up and attend at least one College Goal Sunday event
- Responsible for manning sign-in/registration, ensuring availability of informational material, and distributing and collecting surveys.

Section D: FLY Tour (Financial Literacy for You) – The FLY Tour is a theatrical presentation that will provide college access information and resources in an effort to increase financial awareness, academic performance and participation in college preparatory events. The FLY Tour is a two-week long event that will take place on various college campuses in the spring semester of the academic year.

- Promote FLY Tour beginning in the Spring semester via flyers, electronic communication, etc.
- Assist OSSC with securing students to attend FLY Tour at preferred location
- Gather sign-in sheets and/or permission slips for students attending event

Section E: Louisiana GEAR UP Conference – The Explorers' Club Conference is an interactive one- or multi-day event where students are able to participate in leadership, college preparatory and team building activities.

- Assist Sponsor with securing students to attend the Louisiana GEAR UP Conference
- Manage registration and/or sign-in as appropriate prior to and during event
- Assist LOSFA Staff as needed with distribution of promotional and informational items to students

Section F: College Acceptance/Award Recognition Day – As a follow-up to Louisiana College Application and Access Month, students who have been accepted to a college will be formally recognized by LFOS and Louisiana GEAR UP in existing school award ceremonies.

- Assist Sponsor with planning and implementation by leading advertising projects (i.e. via flyers, electronic communication, etc.), managing class participation, and ensuring completion through collection of deliverables

ARTICLE IX: AMENDMENTS

Section A: Selection – These bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership and/or by the Executive Committee.

Section B: Notice – All members shall receive advance notice of the proposed amendment at least five days before the meeting.

Promotion

When you think about promotion of your Explorers' Club, social media outlets are probably at the top of your mind, and for good reason! Social media is an easy, fast and FREE way to get the word out to your students, parents, school and community about your Club. Connect with LOSFA via any of the following ways!



LOSFA



LOSFA



LOSFA001

Promoting Explorers' Club in your Community

One key to your Club's success is promoting the program effectively within your school and community. Getting the staff and students excited and involved is essential to beginning and maintaining the energy and success of Explorers' Clubs.

INFORMING PARENTS

Supportive parents are powerful tools for impacting your Explorers. Parents want to be informed and involved with their children's education. Consider:

- Sending a letter of explanation and welcome to new student parents.
- Having a parents' night before school starts with a fun and informational session. This is a good time to showcase the work you have done at the institute and share your presentation.
- Hosting an event for parents only where information is distributed and they can meet and network with other parents.

INFORMING YOUR SCHOOL COMMUNITY

Making connections with school board, administration, and other community organizations is important to making Explorers' Clubs a transformational experience in your school. Consider:

- Sending teams of well-prepared students to present at local school board meeting following the completion of each semester highlighting the program's success
- Having students stop in regularly to staff meetings to present to all teachers on happenings and progress of the program
- Sharing your team's mission statement and goals with the administration
- Writing an informational memo to all teachers and putting it in their mail boxes the first week of class with the Action Plan for Explorers' Club and what to expect
- Holding a welcome assembly the first month of school with welcome posters and banners highlighting creative ways to promote a college going culture

INFORMING YOUR COMMUNITY

The Explorers' Club is a great public relations opportunity for your school. Show your community that you are committed to progressive education and a college going school culture. Consider:

- Writing a press release and sending it to all local media before an Explorers' Club event and inviting them to film and report on the program (local human interest piece, "good news" story)
- Writing a follow up article and send it, along with photographs of the program to local media
- Presenting at local organizations such as: the Rotary, community board and organizations, other professional organizations

CONNECTING TO LOSFA

We are committed to the success of your Explorers' Club. Remember to utilize our team as resources throughout the year!

Data Tracking

Data will help Sponsors to make decisions about how to best spend their time. This data will allow you to make adjustments to the strategic plan and help the Club stay focused on the big goals set early in the year. Sponsors will be required to track:

- Participation in Explorers' Club activities
 - Meeting attendance
 - Lesson participation
 - Group project/event completion
 - Event participation
- Use of Egnyte and Cayen

In addition, it would be valuable for Sponsors to gather the following data:

- Academic data
- School attendance data
- High school graduation
- College acceptance

Required reporting procedures in each quarter are as follows:

1. Complete a Meeting Sign-in Form during each meeting
2. Complete the Meeting Achievement Form after each meeting
3. Complete a Project / Event Record upon completion of any Club project
4. Complete Journal Entries and upload into Egnyte and Cayen on meetings and projects identifying which students participated and providing explanations. For help and more information on what you should include in your Journal Entries, work with your Club Sponsor.
5. Complete a quarterly Sponsor report
6. Return all forms for the quarter to the Louisiana GEAR UP office one week following the close of the quarter via Egnyte and Cayen.



LOSFA FIELD OUTREACH DIVISION

A DIVISION OF THE LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE

A PROGRAM OF THE BOARD OF REGENTS

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